

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between the SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT ("District"), the CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909 ("Federation").

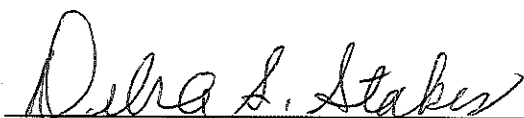
TERMS

The District and the Federation have agreed to allow one position at 100% reassigned time, which may be divided between two or more faculty as follows for the attached Technology Resource Instructor (job description) for the 2014-2015 academic year as follows:

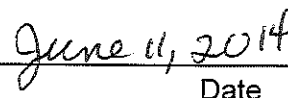
1. Michele McAustin will work 60% reassigned time pursuant to the recommendation of the Academic Senate Council (ASC).
2. The Academic Senate Council (ASC) and Vice President of Academic Affairs (VPAA) agree that the tasks to be completed are entailed in the position description attached.
3. The terms of this MOU are non-precedential and do not create any historical practice.
4. Support for this position will be ongoing through 2014-2015. An assessment of the position tasks will be completed by the ASC and VPAA prior to the end of the Spring 2015 semester in order to ensure that essential functions of the position meet the needs of distance education faculty in support of student learning.

By their signatures below, the signatories certify that they are the authorized representatives of either the District or the Federation and that any and all actions necessary for the parties to ratify and accept this MOU as a binding agreement have been completed in the manner required by that party. Upon the affixing of the signatures below, this MOU is entered into without the need for further ratification and acceptance.

ACCEPTED AND AGREED TO:



Debra Stakes, President
CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909


Date



Gilbert H. Stork, Ed.D.
Superintendent/President
CUESTA COLLEGE COUNTY COMMUNITY COLLEGE DISTRICT


Date

Position Description
Technology Resource Instructor
100% Reassigned Time

Definition

Under the general direction of the Director, Library/Academic Support/Distance Education, this position contributes to student learning, success and retention by supporting and training Cuesta faculty in the use of technology to enhance and improve teaching for both traditional and online modalities.

Distinguishing Characteristics

This position has extensive contact with Deans/Directors, Division Chairs, Computer Services and Distance Education staff and faculty. Performance of duties requires excellent organizational and communication skills, knowledge of educational technology and course development, and experience in teaching and training.

Essential Functions

- Coach faculty in effective teaching with technology
- Assist faculty with the delivery of course content through the use of technology
- Assist faculty in the conversion and adaptation of course content for online course delivery
- Develop online self-paced instructional and training materials on Moodle for faculty
- Conduct in-person workshops for faculty
- Provide one-on-one assistance to faculty in the use of technology to enhance and improve teaching
- Collaborate with Distance Education Committee, Technology Committee, and Faculty Professional Development Committee as appropriate
- Assist counselors, librarians, and tutors in providing online support for faculty in Moodle

Qualifications

Required:

- Current Cuesta College Faculty Member
- Knowledge of Moodle
- Experience teaching in an online environment
- Experience with the use of technology in the delivery of content and instruction
- Community college teaching experience

Preferred:

- Knowledge of teaching and learning principles and practices
- Course development experience
- Successful faculty training experience
- Excellent organizational and communication skills
- Ability to work independently and manage multiple priorities